

PROCEDURES FOR SUBMITTING A LETTER OF CREDIT

1. Submit the following documents to **Department of Planning & Permitting**:
 - a. Application for permit
 - b. Letter of Credit issued by a bank authorized to do business in Hawaii.
 1. Letter of Credit should be issued in favor of the Director of Budget & Fiscal Services and shall be irrevocable
 2. Be effective for the period specified by the agency, subject to extension if deemed necessary by the agency
 3. Provide for drawing without the maker's approval in accordance with the condition or purpose for which it was pledged
2. DPP will send the permit application and Letter of Credit to Fiscal.
3. Fiscal will then process necessary documents for approval with the Director of Budget and Fiscal Services. Upon approval of Letter of Credit fiscal will inform the Department of Planning & Permitting that the permit may be issued.

Please Note: This process usually takes two (2) weeks or longer to complete

Fiscal Address: City & County of Honolulu
Department of Budget & Fiscal Services
Construction & Maintenance Fiscal
650 South King Street 4th Floor
Honolulu, HI 96813

For questions, please call C&M Fiscal 768-8631.